

## **\*\* PURPOSE \*\***

The Distinguished Staff Awards are designed to recognize outstanding contributions made by employees through their accomplishments, leadership, and service to the university and its community members. The awards are generally presented to up to five Pacific Lutheran University staff employees each year. Award recipients receive a \$750 honorarium and will be announced in December.

## **\*\* ELIGIBILITY \*\***

All part-time and full-time staff with a minimum of one year of continuous and satisfactory service at Pacific Lutheran University in a regular with benefits position below the level of Executive Council are eligible for nomination.

## **\*\* AWARD CRITERIA \*\***

Award recipients will be selected for the following kinds of contributions:

- Contributing to outstanding and sustained improvements in customer service to faculty, staff, students, alumni and other constituents.
- Significantly improving or enhancing the quality of work and/or campus life (including wellness) in ways that make a substantial difference for colleagues and constituents.
- Promoting interdepartmental teamwork, enhancing communication, fostering inclusivity, and inspiring commitment and productivity.
- Developing creative solutions to problems that result in significantly more effective, efficient university operations and which may also result in cost savings to the university.

## **\*\* NOMINATION PROCESS \*\***

Human Resources will distribute the announcement on campus. Nomination forms are available in Human Resources and on their website. Nominations may be made by faculty, staff, students, co-workers, former colleagues, or others who have benefited from the employee's service. Supporting documentation or letters may be attached to the nomination form, which should cite specific examples of the kinds of contributions the nominee has made. Completed nomination forms must be returned to Human Resources by the due date established each year. Employees may be nominated more than once, but may only be selected to receive an award once in a three-year period.

## **\*\* SELECTION PROCESS \*\***

All nominations will be kept confidential during the selection process. Human Resources will screen nominations to ensure that the basic requirements have been met regarding length of service and satisfactory performance. Following that initial review, Human Resources will work with a committee to thoughtfully evaluate the nominations in light of the program purposes. The committee typically includes representatives of Staff Council, previous award winners and Human Resources staff. The committee will then forward the names of up to five (generally) proposed award recipients to President's Council for final consideration and endorsement. President's Council makes the final selection.

**NOMINATION FORM**

I wish to nominate the following person:

**Nominee's Name** \_\_\_\_\_

**Job Title** \_\_\_\_\_

**Department** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Your Name** \_\_\_\_\_

**Department** \_\_\_\_\_ **Phone** \_\_\_\_\_

My working relationship to the nominee is (check one):

\_\_\_\_ Supervisor      \_\_\_\_ PLU Colleague      \_\_\_\_ Co-worker      \_\_\_\_ Student      \_\_\_\_ Other

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- ☛ Developing creative solutions to problems that result in significantly more effective, efficient university operations and which may also result in cost savings to the university.

**Please specifically describe** why you feel this employee should receive the Distinguished Staff Award. (Note: You may attach documentation or letters supporting this nomination.) All nominations are kept confidential during the selection process, but may be announced afterwards.

**Submit nominations to Human Resources by October 31**